

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
November 10, 2016  
District Office, 772 Chesapeake Dr., Shelton, WA 98584**

**MINUTES**

**PRESENT:** President M.A. Cary, Secretary A. Hospador, Commissioner D. McNabb, Accounting and Administrative Services Manager (AAS) M. Carnahan, General Manager (GM) M. Jeffreys.

**CALL TO ORDER:** The meeting was called to order at 1:00 pm.

**SUBSCRIBER REMARKS:** No subscribers present.

**CORRESPONDENCE:**

- FROM: Nancy Scarola, Community Early Responder Training (CERT) Committee RE: CERT Committee would like to attend an upcoming District meeting to discuss emergency planning. Commissioner Hospador will call Ms. Scarola to discuss meeting.

**PRESENT AGENDA:** The agenda for the November 10, 2016 regular meeting was presented. Evolution Controls Contract Amendment and MDG Water and Wastewater Services Contract were removed from the agenda. *Commissioner McNabb moved to adopt the agenda as amended. Commissioner Hospador seconded. Hearing no objections, the agenda was adopted as amended.*

**MINUTES:** The October 27, 2016 regular meeting minutes were presented. *Commissioner McNabb moved to approve the minutes as presented. Commissioner Hospador seconded. Hearing no objections, the minutes were approved.* The November 3, 2016 special meeting minutes were presented. *Commissioner McNabb moved to approve the minutes as presented. President Cary seconded. Hearing no objections, the minutes were approved.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner Cary asked the other two commissioners if they had any objections to her attending remotely via teleconference. The commissioners agreed.
- Commissioner McNabb brought in publications from the AWWA for inclusion in the District's technical library.

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Early Voucher 2016-31, in the amount of \$22,168.21, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

- Voucher 2016-32, in the amount of \$11,501.23, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Utility Billing Report: Presented and discussed.

**Manager's Report:** A written report was presented (attached).

**BUSINESS:**

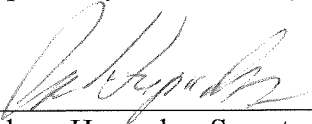
**Xpress Bill Pay Agreement for Online Payment System:** Presented and discussed. *Commissioner McNabb moved to approve the Gateway and Administrative Service Agreement with Xpress Bill Pay. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agreement was approved.*

**Chase Paymentech Agreement for Merchant Services:** Presented and discussed. *Commissioner Hospador moved to approve the Chase Paymentech Agreement for Merchant Services with the General Manager, Mont Jeffreys, as the signer on the account. Commissioner McNabb seconded. Hearing 3 aye votes 0 nay votes.*

**Budget Hearing Presentation:** Presented and discussed.

*Meeting adjourned at 3:10 pm.*

Respectfully Submitted By:

  
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Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: 12/8/16

# HARTSTENE POINTE WATER-SEWER DISTRICT

## General Manager's Report

November 10, 2016

### **Water**

1. We will begin distribution system flushing November 15th.
2. The first round of meter reading will be completed November 11th.

### **Drinking Water Treatment Upgrade**

1. 2KG equipment and material submittals are being processed by RH2 for review for confirmation of contract requirements.
2. Received HPMA PRC permit approval for chemical room construction.

### **Well 1 Replacement**

1. I have received the Inorganic Chemical and Bacteriological sample results taken from the new well, both test results were favorable. I am still waiting for the remaining test results to submit to the hydrologist and DOH.

### **Sewer Collection**

1. Nothing to report.

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### **Waste Water Treatment**

1. Influent flows have declined with the dryer weather. The basins and chlorine contact chambers are in great condition.

### **Customer Service**

1. Nothing to report.

### **General District Business**

1. Worked with Administrative Manager on budget preparation.

Submitted by Mont Jeffreys